

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000

Position Title: CM/ECF ANALYST
Announcement Number: USCA-06-02

Salary Range: \$39,499 - \$64,244 (CL 26) depending on qualifications.
Position Location: WASHINGTON, D.C.
Opening Date: February 6, 2006
Closing Date: OPEN UNTIL FILLED

POSITION SUMMARY: The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a highly qualified, reliable individual to serve as CM/ECF Analyst. The incumbent specializes in case management, quality control, and database development.

RESPONSIBILITIES: The incumbent ensures the integrity and quality of case-related databases. The incumbent assists in the development, implementation, generation of policies and procedures, and training for the overall operation of the new Case Management/Electronic Case Filing (CM/ECF) project. The incumbent is also responsible for assisting in the preparation and distribution of the Court's statistics. The incumbent may occasionally assist in providing after-hours administrative duty for emergency matters.

QUALIFICATIONS: Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system, and requirement's analysis is desirable. Good judgment, the ability to apply concepts to determine what action needs to be taken, oral and written communication skills, the ability to interact with technical and non-technical staff, and good proofreading skills are essential. Excellent tact, organizational skills, the ability to handle a high volume of work and prioritize are essential.

The applicant must be a high school graduate or equivalent. In addition, applicant must have a minimum of two years general experience plus three years specialized experience in automation, case administration, quality control, and statistics. To be considered for placement at salary levels above minimum up to and including step 25, considering competitive factors and an evaluation of quality of experience, applicant must have more than three years specialized experience. Experience in a court or legal setting is mandatory. Applicant must have effective oral and writing skills appropriate for communicating with judicial officers, court staff, and litigants.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. In addition, employment is contingent upon the completion and satisfactory results of a background records check.

The successful applicant must be a United States citizen or eligible to work for the United States. The selected applicant will serve a one-year probationary period. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The selected applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send resume to:

U.S. Court of Appeals for the D.C. Circuit
333 Constitution Avenue, N.W., Room 5434
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
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